

Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 66)



Address of the rental premises

	Postcode

Details of the tenant/s

1. Full name/s	
Forwarding address	
	Postcode
Phone	Mobile
Email	

2. Full name/s	
Forwarding address	
	Postcode
Phone	Mobile
Email	

3. Full name/s	
Forwarding address	
	Postcode
Phone	Mobile
Email	

Name/trading name of the lessor/agent

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Water meter reading at end of tenancy:

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Date

Tenant/s initials	1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>
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Lessor/agent initials	<input type="text"/>
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The Entry (and Exit) reports provide evidence of the condition of the premises at the beginning and ending of the tenancy. Take time to fill these forms in carefully. These documents may be referred to as evidence if there is a dispute over the bond refund at the end of the tenancy.

Tenant

1. Inspect the premises.
2. Mark each item on the list *clean, working, undamaged* (where applicable).
3. Make a note of any extra items in the *additional comments/information* section.
4. Initial each page of the report. Give it to the lessor/agent as soon as possible once the agreement ends.
5. Talk to the lessor/agent if you disagree about the condition of the premises. Comments can be recorded in the *additional comments/information* section (Page 7) or by attaching a separate page.
Supporting documentation has been attached Yes No
6. Retain the signed copy of the report from the lessor/agent.

Lessor/agent

1. Inspect the premises.
2. Include comments where you disagree with the tenant's report.
3. Initial each page of the report.
4. Talk to the tenant if you disagree about the condition of the premises. Any agreement can be recorded in the *additional comments/information* section.
5. Return a signed copy of the report to the tenant within 3 business days. Retain a copy for at least one year after the tenancy agreement ends.

Note: The *Entry condition report* (Form 1a) is compared to this *Exit condition report* (Form 14a) at the end of the tenancy.

Do not send to the RTA—give this form to the lessor/agent, keep a copy for your records.



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Insert **Y/✓** = Yes
 Insert **N/X** = No

Clean	Working	Undamaged
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Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

Entry				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Power points				
Lounge room				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
TV/power points				
Air conditioner				
Family room				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
TV/power points				
Air conditioner				

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Insert **Y**/**✓** = Yes
 Insert **N**/**X** = No

Clean	Working	Undamaged

Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

Bedroom 1				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Wardrobe/drawers/shelves				
Power points				
Air conditioner				
Ensuite				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Bath/shower/shower screen				
Wash basin/vanity				
Mirror/cabinet				
Towel rails				
Toilet				
Power points				
Exhaust fan				

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Insert **Y/✓** = Yes
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Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

Bedroom 2					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Bedroom 3					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Bedroom 4					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Insert **Y/✓** = Yes
 Insert **N/X** = No

Clean	Working	Undamaged
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Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

Bathroom				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Bath				
Shower/shower screen				
Wash basin/vanity				
Mirror/cabinet				
Towel rails				
Power points				
Exhaust fan				
Toilet				
Toilet				
Doors/walls/ceiling				
Cistern				
Light fittings				
Exhaust fan				
Laundry				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Wash tubs				
Washing machine/dryer				
Power points				

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

General			
Smoke alarms			
Security devices			
Electrical safety switches			
Hot water system			
Keys/locks/remotes			
Staircases/railings			
Wheelie & recycle bins			
Pool/equipment			
Street number/letter box			
External walls			
Balcony/porch/deck			
Awning/gutters			
Paving/ pergola			
Garage/car port/storeroom			
Garden shed			
Gates/fences			
Grounds/garden			
External taps/hose			
Clothes line			
Solar panels			
Paths/driveway			

Additional comments/information

Lessor/agent

Signature	Date
Print name	

Tenant 1

Signature	Date
Print name	

Tenant 2

Signature	Date
Print name	

Tenant 3

Signature	Date
Print name	